

October 2, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking industrial work training, warehouse and office space in Greenville County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., October 9, 2018.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA VOCATIONAL REHABILITATION**

**INDUSTRIAL TRAINING, WAREHOUSE AND OFFICE SPACE IN
GREENVILLE COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – South Carolina Vocational Rehabilitation

- Location: Greer, South Carolina, Greenville County
- Expected occupancy date: November 1, 2018
- Total space needed is approximately 15,500 Rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in the proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
- Office area
 - 5 private offices of approximately 120 square feet each
 - 5 small workstations of approximately 25 square feet each
 - 1 large reception area of approximately 200 square feet, to accommodate up to 12 people
 - 1 beverage alcove of approximately 24 square feet with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave
 - 1 large breakroom of approximately 1000 square feet to accommodate up to 60 people
 - 1 print alcove of approximately 24 square feet with 8 linear feet of upper and lower cabinets for supply storage and printer
 - 1 IT closet of approximately 40 square feet
 - 2 storage closets with no shelving of approximately 50 square feet each
 - 1 small storage room of approximately 120 square feet
 - 1 small conference room of approximately 120 square feet to accommodate up to 4 people
 - 2 medium conference rooms of approximately 250 square feet each
 - 1 classroom of approximately 300 square feet
- Warehouse area
 - 1 workshop/production space of approximately 10,000 square feet
 - 1 storage space of approximately 2,300 square feet
 - 1 medical/first aid room of approximately 150 square feet
 - 1 utility room of approximately 160 square feet



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Warehouse must be a climate-controlled environment
 - The ceiling height must be a minimum of 12 feet tall
 - The floor should be compatible with forklift use (concrete floors)
 - The loading dock with 2 bays to include heavy roll up doors on both and 1 to include a heavy-duty lift gate and one door with lever
 - The loading dock needs to be at 48" height
- Parking area
 - Parking areas must be paved and lighted
 - 22 parking spaces for 10 employees, 6 special use or additional handicap spaces, and 12 visitors or guests
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
 - The men's and women's restrooms need to be ADA compliant and located within the demised space for exclusive use by Agency
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Term: Please provide proposed rates for 5-year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.
- Proposals may be a **Modified Gross** to include landlord providing repair and maintenance of all electrical and mechanical systems and building structure or **Gross lease** to include landlord providing all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

• **STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at:**
<http://www.gs.sc.gov/sb-ps/leasing> **or can be provided upon request.**

- Property must be barrier free, hazard free and smoke free
- Property must meet zoning requirements for proposed use
- Economical and efficient space utilization

• **PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by the Real Property Services, Real Property Services by **4:00 p.m., October 9, 2018.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).



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- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with South Carolina Department of Health and Environmental Control (SCDHEC). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
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